# Nuventive Solutions Premier – User Guide

# Administrative Divisional/ Unit Plans and Results

**Log in and Select your Unit**

* Click on the link: <https://solutions.nuventive.com/> and enter the Nuventive Solutions Premier platform using your CU SSO.
* Select your unit from the dropdown menu in the middle top of the screen

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# Enter/revise/discontinue Goals, Initiatives, Measures, and Targets

* Use the tabs on the left navigation bar to select **Division / Unit Plans and Results**

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# Add/revise/discontinue a goal/initiatives

# Click on the green plus icon “+” on the far right of the header row to add a goal OR click three vertical dots to the far right of the GOAL NAME and open the goal you wish to edit/report results.

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* + Click the **UNIT GOAL TAB,** add/revise the **Goal name, Unit Goal, Goal Status**, **Goal Year(s), Initiatives, or other fields** as needed.
  + Make a goal inactive, if needed, by selecting **Goal Status** and using the dropdown to choose complete, inactive, or on hold as appropriate
  + Add relevant **Goal Year(s)** for enduring goals that span multiple years
  + Label **Initiatives** with the appropriate year (e.g., 2023-24, 2024-25)
  + Click **Save,** the green button at the top of the screen, when finished and **Close**

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* **Add/revise/discontinue measure/target**
  + If revising or adding a new measure and/or target, click the **MEASURES** tab. Click on the **green plus icon “+”** on the far right of the header row to add a new measure or click on the **three vertical** dots to the far right of the goal name to edit measures/targets

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* + Add/revise the **Measure Status, Measure, Target(s), or Notes.** The target should be specific and measurable to identify the criteria for success of this particular goal (e.g., increase participation or completions by 5%)
  + Make a measure inactive, if needed, selecting **Measure Status** and using the dropdown to choose inactive as appropriate
  + Click on the **green plus icon “+”** under **Related Documents** to link supporting documentation (e.g., survey or assessment instrument, etc.)
  + Click **Save,** the green button at the top of the screen, when finished and **Close**

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# Add/revise results

* + - Click the **RESULTS/OUTCOMES** tab. Click on the **green plus icon “+”** on the far right of the header row to add a new result/outcome or click on the **three vertical** dots to the far right to open/edit results/outcomes

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* + - Edit/enter the **Result/Outcome Date, Reporting Period, Result/Outcome** (enter data and any explanatory narrative), **Conclusion** (Target met/target not met),and **Action Plan for Next Year** (be certain to enter high-level, data-driven actions based upon the results/outcomes)
    - Click on the **green plus icon “+”** under related documents to link supporting documentation (e.g., survey results, spreadsheets, etc.)
    - Click **Save,** the green button at the top of the screen, when finished and **Close**

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**Mapping** (click on **“Mapping”** on the left navigation bar)

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* + Click in each table cell where the **Strategic Priorities and Core Commitments** (in column) map to the **Unit Goals** (in header row)
  + Click **Save,** on the green bar at the top of the screen, when finished and **Close**

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**Reporting**

* Use the tabs on the left navigation bar to select **Hom**e or **Division / Unit Plans and Results**

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* Click on the Report Icon at the right side of the split screen

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* Select appropriate **Goal Status** and **Goal Year(s)/Reporting Period** from the dropdowns
* Click the green **Run Report** button which should generate your report.

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* Download the report if you wish.

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**Documents** (click on **Documents** on the left navigation bar)

* Select **Document Repository** from the left navigation bar

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* + Click on the paper plus icon “+” on the far right to **Upload New Document**

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* + Browse, select file (supporting documentation), and click the green **Save** button

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* Under the **Division Unit Plans and Results** area, you can link documents in the **Measures** and **Results / Outcomes** tabs

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* Navigate to the document. Hit **Attach** in the upper right corner to relate the document

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* Contact [Shane Jones](mailto:sjones@commonwealthu.edu?subject=Nuventive) with questions about the organization of the Document Repository